

LITERATURE *Grants*
VALUES HISTORY
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Humanities **MONTANA**

Grant Guidelines

General Grant Guidelines

Instructions for Special Grant Categories

August 2009

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Grant Guidelines

Humanities Montana awards several different *types of grants*:

Opportunity	maximum \$1,000; expedited consideration
Regular	maximum \$5,000; considered quarterly
Major	over \$5,000, no maximum; considered thrice yearly
Media	maximum \$8,000 considered annually
Fellowship	maximum \$4,000; considered annually
Book subvention	maximum \$6,000, considered annually
Book festival	maximum \$1,500, considered quarterly

In addition, especially with the regular and major grants, Humanities Montana grants support several **different types of projects**: conferences, exhibits, lectures, media distribution, museum assistance, planning, oral history, workshop, and “other” (to encourage innovation).

Humanities Montana grants may be applied for on-line. Certain considerations—humanities content, cost-share, public access, and so on—apply to **all** Humanities Montana grant and project types. These matters are discussed in the “General Grant Guidelines” immediately below.

In addition, specific considerations and requirements apply to certain grant and project types. These specific considerations and requirements appear further below in the section entitled “Instructions for Special Grant Categories.”

Before developing a proposal, please be sure to consult **both** the general guidelines and any special guidelines that may apply to the grant type or project for which you are applying. You may address questions to Humanities Montana staff at anytime, at 406-243-6022, in Montana at 800-624-6001 or via email to info@humanitiesmontana.org.

General Grant Guidelines

Read through these pages carefully. If you have any questions please call Humanities Montana at (406) 243-6022, or toll-free in Montana (800) 624-6001, or via e-mail to info@humanitiesmontana.org.

Eligible sponsors include non-profit, governmental and education groups, including schools, colleges, and universities, museums, libraries, and historic preservation societies, state or local government agencies, unions, business and professional groups, and social service organizations, community, religious, or tribal groups, non-commercial media firms, and *ad hoc* groups.

Humanities Montana-funded projects have included conferences, workshops, and seminars, lecture series, panel discussions, and public debates, exhibits, programs, and catalogs, oral history projects, research fellowships, programs for schools and teachers, radio, television, video, and film projects, book festivals, book publication, planning for humanities programs, and reading and discussion programs

All Humanities Montana-funded projects must have a central focus in the humanities; a clearly defined theme; include professional humanists in the planning and execution of the project; avoid advocacy; include a public program that involves the audience in a humanities discussion; have publicity and evaluation plans; provide a 1:1 cost-share of in-kind or other funds.

Humanities Montana cannot fund projects that focus on personal instead of public concerns; non-public meetings of organizations (although Humanities Montana will consider funding programs open to the public but held in conjunction with a group's meeting); construction, restoration, or operating expenses of existing organizations; equipment, property, or other capital purchases; museum or library acquisitions, except in unusual circumstances; lobbying or direct social action, or planning for direct action, or projects which advocate a particular course of action; projects that present a one-sided uncritical treatment of an issue; projects that would raise funds for profit-making groups or for commercial purposes; meals or refreshments for an audience; alcoholic beverages or entertainment costs; candidates running for political office.

The Humanities Montana proposal review process awards grants on a competitive basis. Funding is limited. All Humanities Montana board members review all applications, with the exception of Opportunity Grant applications. The Humanities Montana grants committee recommends action on grant applications for \$5,000 and under in February, May, August and November (see deadlines below). Grant applications for over \$5,000 are reviewed three times a year, in April, August and December (see deadlines below). Applicants are notified of Humanities Montana's decision in writing. Applications may be funded (in whole or in part) with or without conditions, returned for revision and/or resubmission, or rejected. Humanities Montana's return of an application for revision and resubmission does not assure approval of the revised application.

Common reasons for rejecting an application include Humanities Montana's limited grant budget, insufficient detail, lack of substantial humanities content, inadequate participation of qualified humanities personnel, insufficient or restricted audience, advocacy or lack of balance in addressing issues, and insufficient budget detail or justification.

The arts and humanities are *not* the same, which is why Montana is served by both an arts council and Humanities Montana. Arts programs usually focus on creation and performance. Humanities programs focus on the interpretive aspects of the arts: discussions about their historical or philosophical contexts, critical analyses of their methodology, lectures or films that look at the characteristics of different art movements or periods. Occasionally Humanities Montana grants modest amounts for performances when such activities are teamed with interpretations, such as when a play or dance is preceded or followed by a lecture or scholar-led discussion.

Repeat proposals are allowed. However, applicants should be aware, when they submit proposals for annual programs or “repeat” projects of essentially the same format, Humanities Montana will expect them to request substantially fewer funds than those provided to initial projects, and to include innovation in the project.

Other considerations include the following:

- In accepting a grant, the sponsor agrees to use grant funds in accordance with the Humanities Montana grant award letter and general grant provisions.
- Grant funds may be spent only within the grant period for the purposes described in the proposal and for the items specified in the approved budget.
- Suitable records and accounts of project expenditures must be maintained so an experienced bookkeeper is needed.
- All materials publicizing or resulting from grant activities must contain the appropriate acknowledgement of Humanities Montana support.

Rights to materials (scripts, films, television and radio programs, viewer and listener guides) will ordinarily remain with the grantee; any plan for future use or distribution of such materials must be submitted to the Humanities Montana for approval prior to implementation (unless Humanities Montana has provided less than 25% of total funding.) In addition, the grantee must assure Humanities Montana that utilization of material funded under a grant will be sought on the basis of maximum possible right for non-commercial use or distribution.

Project proceeds in Humanities Montana-funded projects revert in part to Humanities Montana. In each of the five years following the termination of a grant, 50 percent of the net royalties or net proceeds in excess of \$200 that arise from the distribution, use or sale of materials produced under a grant must be returned to Humanities Montana in an aggregate sum not to exceed the final amount of Humanities Montana support. It is the expectation of Humanities Montana that the proceeds retained by the grantee will be applied to the research, development, and production of programs in the humanities for public use. These policies may be modified in the specific grant award letter.

Deadlines Humanities Montana must receive applications at least ten weeks prior to beginning of the project (except Opportunity Grant applications). Deadlines are understood as **receipt** of completed applications in the Humanities Montana office. Incomplete applications will not be reviewed. Consult kim.anderson@humanitiesmontana.org if you have questions.

<i>Applications for \$5000 and less</i>	<i>20th of February, May, August, November</i>
<i>Applications over \$5000</i>	<i>20th of April, August, and December</i>
<i>Media Applications</i>	<i>20th of August</i>
<i>Book Subvention Applications</i>	<i>20th of December</i>
<i>Fellowship Applications</i>	<i>20th of December</i>
<i>Opportunity Grants (maximum \$1,000)</i>	<i>at least two weeks prior to program</i>

Call Humanities Montana before you begin completing the grant application forms and writing your project narrative. You can call us at (406) 243-6022 or toll-free in Montana (800) 624-6001, or e-mail to info@humanitiesmontana.org. We have the latest information on funds available, the application deadlines, and can help you with any questions about planning or executing the program.

Print Application Requirements

Please apply for all Humanities Montana grants using our on-line grant application forms. If you apply via a print application, please type or print the application cover sheet and budget form found on our website, number all pages, and, in addition, submit the following:

Project Narrative Description including:

- Need for the project
- Central theme or focus of the project
- Project goals and objectives
- Humanities disciplines central to project
- Project format
- Description of the sponsoring organization(s) and qualifications for sponsoring the project
- If a larger program is planned, please explain how the Humanities Montana- funded portion of the project will fit into the larger program
- Complete schedule of events (who, what, when, and where) for entire program, not simply the Humanities Montana-funded portion
- Major tasks involved in executing the project and time line for them
- Publicity plans
- Evaluation plan

Budget Narrative Description including:

- How costs (Humanities Montana Funds, In-Kind, and Other Funds) in each budget category were derived/estimated
- Audience fees, if any, and how they will be used
- Project revenue, if any, and how it will be used
- Sources of other funds, whether those funds have already been secured, and fund raising plans
- Contribution of in-kind services and materials

Project Personnel

- A roster of all paid and unpaid personnel
- A brief resume (one paragraph to no more than two pages) for all paid personnel involved with the project

Other materials pertinent to the project

- Letters of support. Letters from co-sponsors or prospective audiences will strengthen your proposal.
- Bibliography of relevant humanities-focused titles
- Scripts, programs, or press clippings

Budget Instructions

General Budget Guidelines

- Humanities Montana grant funds may only be used for expenses incurred during the grant period. The grant period begins the date funds are awarded (not application date) and normally ends 30 days after the program or activity ends.
- You may charge a fee for admittance to your program if you wish. However, all income must be reported as Cash Income on your budget form and income must be spent on project-related expenses.
- Humanities Montana does not pay for indirect costs.
- Humanities Montana funds may not be used to pay for capital purchases, liquor, entertainment, or food.
- Grant funds are limited and competition is tight. Applications which are over-budgeted are less likely to receive support.

Funding Sources

The budget form lists three funding sources for your expenses. On the budget form, please indicate which funding source will provide what dollar amount of funding in each budget category. We encourage you to seek funds from multiple sources.

- Humanities Montana Grant Funds are the grant funds you are requesting in your application.
- In-Kind Contributions and Costs include the value of services and materials donated to the project. Examples include: the value of the meeting room; media public service announcements (PSAs); volunteer labor.
- Other Cash Income includes actual cash contributions to your project from your organization's budget, gifts from private individuals, or grants from non-federal sources. (see also Gifts and Matching below)
- Your Cost-Share to the project is the total of your In- Kind and Cash Income.
- Humanities Montana requires that your total estimated Cost-Share match your Humanities Montana Funds 1:1, i.e., for every dollar you request from Humanities Montana, you must provide at least a dollar of cost-share, either in cash, in-kind, or a mixture of both.

Instructions for Completing the Budget Form

Program Title

The Program Title on the Budget Form should match the title used at the beginning of your on-line application.

Grant Period

The grant period begins the date funds are awarded and normally ends 30 days after the funded program or activity ends.

Income

Please list all sources of in-kind contributions and other income and mark whether they are prospective or committed.

Please add your in-kind Contributions, Cash Income and Humanities Montana request to reach your Total Revenue from all sources.

Expenses

- **Personnel**

Project staff (normally the project director and fiscal agent) may be paid salaries with Humanities Montana funds. Ordinarily no more than 10% of the Humanities Montana grant may be used for staff salaries. Participating scholars and other resource people may receive honoraria from Humanities Montana grant funds. Humanities Montana recommends the following honoraria:

Up to \$200 for lecture/discussion leaders for a single presentation, \$75 for additional presentation of the same material at the same site

Up to \$125 for panelist or moderators
Up to \$400 for out-of-state lecturers. We encourage sponsors to seek others funds if higher honorarium is required
Up to \$2,000 for nationally prominent speakers

- **Travel/Per Diem**

Humanities Montana will pay actual expenses for coach air or train travel and per diem, with receipts. Without receipts, Humanities Montana will refund the Montana state rates for travel/per diem which are (effective January 1, 2007):

In-state events: \$23.00/day for food (breakfast=\$5.00; lunch=\$6.00; dinner=\$12.00).
Out-of-state events: \$28.00/day for food (breakfast=\$6.00; lunch=\$6.00; dinner=\$16.00).
In-state motel: \$12.00 (without receipt); Out-of-state motel: \$50.00.
Mileage: \$.485/mile in personal car; \$.455/mi. for each mile over 1,000 miles in one calendar month.

- **Office**

Humanities Montana may award funds for up to half of these expenses for established institutions and up to 100% for ad hoc or small organizations.

- **Promotion/Publication**

All programs must budget for at least 2 display ads in a major local daily paper, plus other media as needed. You also may request funds for promotional printing costs (posters, programs, etc.)

- **Facilities & Equipment**

If you do not actually pay a rental fee for meeting space which normally rents out, Humanities Montana will accept in-kind for that amount. Equipment such as microphones, computers, etc., may also be rented.

- **Other**

Your project may entail expenses for other needs. Please detail them here.

Instructions for Special Grant Categories

The following types of grants or projects require additional or different application materials.

Opportunity Grants

Humanities Montana recognizes the need for funding the occasional program opportunity and proposal that do not meet the ten-week lead time for our grants. *Opportunity Grants* differ from other Humanities Montana grants in these four ways:

1. \$1000 limit in grant request
2. Deadline is a minimum 2 weeks prior to proposed program
3. You may apply using our on-line or paper application.
4. Consideration is expedited.

Book Subvention Grants

Humanities Montana provides funds to support publication of works of public humanities interest in Montana. Projects appropriate for funding must be within a humanities discipline. Among criteria used to select successful proposals will be humanities content, Montana focus, public interest, quality of scholarship, cost share, and demonstrated need for grant support.

Eligibility. *Only* nonprofit or college and university publishers may apply. Humanities Montana will not accept queries nor manuscripts from individuals. The Book Subvention Grant is designed to support publication of books and other full-length studies as well as collections and proceedings. Special issues of journals may also be considered as well as reprints of books or collections.

Grant awards. Typically, Humanities Montana will award one Book Subvention Grant annually, with the award amount as high as \$6,000.

Requirements. Successful projects will be in one or more humanities disciplines, with a significant Montana focus or of significant interest to Montanans. A minimum one-to-one cost share (either in-kind or cash) is required. Applicants must provide documentation showing that, without Humanities Montana funding, the work would not be published or that its publication would lack desirable elements (fuller length, maps, illustrations, e.g.). Humanities Montana requires that grantees provide sales figures annually and that grantees also provide information on initial print run and on publicity plans in their proposals. In some circumstances, Humanities Montana may require the return to Humanities Montana of royalties, at least to the extent of the original grant. Humanities Montana may also require a public presentation of the published work, such as a lecture, reading, panel discussion, or other public program. Humanities Montana grant monies may be spent on editing, maps/illustrations/artwork, and printing, but not for research or writing, advances against author's royalties, nor marketing.

Works published through an Humanities Montana Book Subvention Grant must be on acid-free paper (with indication of such publication on the copyright page); hardcover editions must be Smyth-sewn. Acknowledgement of Humanities Montana support, to be prescribed by Humanities Montana, must appear alone on a single page of the publication.

Grant award process. Humanities Montana will consider Montana Publication Grant proposals annually (see general guidelines for submission deadline.) Grant periods may vary but generally will be no more than three years in length.

Application process. The Board strongly recommends an initial query for proposed projects. Proposals may be submitted using the on-line book subvention grant application. Humanities Montana may request copies of the manuscript or work in progress.

Deadline. The deadline for receipt of Book Subvention grant proposals is December 20th.

Fellowships

Humanities Montana offers a fellowship program to support research in the humanities relating to Montana and the region. Typically as many as three awards of up to \$4,000 each will be made each year. Fellowships allow the grantee to devote several weeks of uninterrupted time to investigation, reflection, and writing.

Eligibility While preference will be given to Montana residents, applicants may include any legal resident of the United States who demonstrates evidence of interest and accomplishment in the field of the humanities. Persons seeking support for work leading toward a degree are not eligible to apply. If a prospective applicant has completed all of the official requirements for the degree and is awaiting only the formal award, certification that all requirements have been met by the application deadline must be submitted by the dean of the school awarding the degree.

Some applicants may wish to conduct research under the guidance of a mentor. Applicants may choose their own mentor or request that Humanities Montana staff suggest one. The mentoring plan should be a part of the application, and mentors may receive up to \$1,000 in addition to the individual fellowship award. A written progress report from the mentor will be due six months after award, and a final narrative at conclusion of project.

Humanities Montana fellowships *are not limited to individuals in educational institutions*. Scholars and writers in various other settings—for example, museums, libraries, and historical associations, or others—are welcome to apply. Independent scholars and writers, not affiliated with educational or other institutions, also are eligible and are encouraged to apply.

Purpose Humanities Montana encourages serious scholarship on Montana and the region. Projects appropriate for funding must be within a humanities discipline. The humanities include, but are not limited to, the following disciplines: history, philosophy, languages, linguistics, literature, archaeology, jurisprudence, the history, theory, and

criticism of the arts, ethics, comparative religions, those aspects of the social sciences which have humanistic content and employ humanistic methods, and the study and application of the humanities to the human environment, with particular attention to reflection on our diverse heritage, traditions, and history, and to the relevance of the humanities to the current conditions of national life.

Products Research projects must result in a product that will be presented to Montana audiences. These may be, *but are not limited to*, exhibits, narrated computer and/or web-based products, a series of newspaper or magazine articles, books, and/or journal articles. Humanities Montana must receive a copy of the end product.

A written progress report will be due six months after award of the fellowship, and a final narrative and financial report will be due upon expenditure of fellowship funds or by December 31 of the year following the award. Fellowship recipients must present two public programs based upon their research by the end of the year following the grant period. Scheduling of these programs should be made in consultation with the Humanities Montana staff.

Criteria for Selection Applications for fellowships, which *must be written by the applicant*, will be judged on the following:

1. conception, definition, organization, and description of the project
2. quality and significance of the contribution of the project to the humanities in Montana and the region
3. likelihood that the applicant will complete the project
4. appropriate and imaginative method(s) proposed for presenting the project to the public.

The description of the project should address the following questions:

- a) What are the basic ideas, problems, works, or questions the study will examine?
- b) What is the current state of the proposed study? Is it in its beginning stage or in progress? How does the part of the study to be done under the fellowship fit into the whole?
- c) Who is the proposed audience and what form will the final product take?
- d) What contribution is the proposed project likely to make to the humanities in Montana?

Application Applicants must use the on-line Fellowship Grant Application.

Cost share, *which may all be in-kind*, is required in an amount at least equal to the amount requested.

Incomplete applications will not be considered.

Deadline *Applications must be received by December 20.*

Montana Festival of the Book Grants

Through its Montana Festival of the Book Grants, Humanities Montana will provide funds for events or programs that support and promote literature, literacy, libraries, and the humanities statewide, in association with the Montana Festival of the Book.

Purpose. Humanities Montana seeks to extend the impact of the Montana Festival of the Book to communities across the state through support for community events or series of events that focus on literary, library, or literacy issues. Projects may occur at any time during the year, but preference may be given to those that promote or are associated with the Montana Festival of the Book. Projects appropriate for funding must contain humanities content and involve humanities expertise in planning and/or execution. The humanities include the disciplines of history, philosophy, literature, languages, linguistics, ethics, jurisprudence, archaeology, and the study of religion; the theory, history, and criticism of art and music; and the philosophical, historical, and cultural dimensions of the social and natural sciences.

The Montana Festival of the Book features readings by poets and fiction and non-fiction writers, and panel discussions that have focused on Montana and western history, public affairs, Native American cultures, Montana and regional literature, the environment, children's literature, civic culture, values, and many other topics. Examples of Festival Grant Initiative projects appropriate for funding include a series of readings by local or other authors; a workshop on writing; a lecture or series of lectures on book related issues such as censorship, free speech, literacy, alternative publishing options, electronic publishing or other topics; a panel discussion on literary matters; a lecture or discussion on a local author or authors of interest; a living history presentation on a literary figure; or a readers theater presentation of a Montana work. ***All programs should allow for discussion and interaction with the audience.***

Eligibility. Montana Festival of the Book Grants are open to any not for profit group including libraries, library friends organizations, literary and writers' groups, local festival committees, civic organizations, schools, or *ad hoc* groups formed for sponsoring the project.

Grant Awards. The maximum amount of each grant awarded through the Festival Grant Initiative is \$1,500. Typically, up to four awards per year will be granted.

Requirements. A minimum one-to-one cost share (either in-kind or cash) is required. The application process will follow all established Humanities Montana grant application procedures. ***However, in some cases the Humanities Montana requirement of a ten-week lead time may be waived.***

Grant award process. Humanities Montana will consider Festival Grant proposals quarterly. Grant periods may vary but generally run from the date of decision until 15 days after the event. Among criteria used to select successful proposals will be humanities content, public interest, quality of scholarship, cost share, potential support for the Montana Festival of the Book, and demonstrated need for grant support.

Application process. Humanities Montana strongly recommends an initial query for proposed projects. Complete proposals, using the regular on-line grant application.

Deadline. The deadline for receipt of Montana Festival of the Book Grant proposals is the 20th of **February, May, August, and November**, until funds are depleted.

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